

## **Attendance Policy 2023-24**

### **Aims of the policy**

To promote regular attendance thus offering all pupils equal access to learning.

### **Objectives of the policy**

- To meet the government attendance targets set for us.
- To create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- To ensure pupils are in school for the maximum number of days.

### **Academy Responsibilities**

- To clearly communicate the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions.
- To follow up absences and lateness if parents/carers have not communicated with the school.
- If home visits are undertaken and there is no answer at the home address, a letter will be posted through the door stating that school has tried to visit. Additional services will be contacted if the child is deemed to be vulnerable.
- Inform parents/carers of what constitutes authorised and unauthorised absences
- To have systematic and consistent daily records which chart absence and lateness.
- To promote and reward good attendance.
- Where there are concerns around attendance, staff will log this onto CPOMs and alert the member of staff responsible for attendance.
- The office will e-mail the Inclusion Team and the HoA listing absent children before 9:20am
- Regular meetings between the admin team and Attendance Lead/SLT.
- Attendance meetings/conversations to be logged by the academy as appropriate.

## Parental Responsibilities

- To ensure that children are in school from 8:45am as teaching begins the minute children enter the building.
- To inform the front office on every day of any absence **before 9:15am** via phone call, email, text, on the app or in-person at the office.
- To work with the school to improve lateness and attendance.
- To avoid medical and dental appointments during the school day (medical evidence must be provided for all children).
- If parents, guardians, or carers are worried about their child's attendance at school they should: talk to their child and teacher; it may be something simple that could need your help in resolving.
- To avoid holidays being taken in term time.

## The Fine and Prosecution Process

The school Attendance Officer will log instances of absence and lateness and discuss with the Head of Academy. Where issues persist, the following will be initiated:

### Pre-process:

#### Risk of Persistent Absenteeism

- Letter sent home once child's attendance drops below 95% & will be monitored for 14 days.
- Letter sent home once child's attendance drops below 93% & a meeting with Attendance Lead/Class Teacher
- Meeting with Key Stage Lead once attendance drops below 90%
- Children will be placed on a 'stamper chart' in school to support attendance.

#### Unauthorised Absences

An unauthorised absence is given for the following reasons:

- If school have been informed of the absence after 9:15am
- If school has not been communicated to by parents
- If the child's overall attendance is below 90% and is absent without medical proof
- If the school does not deem the reason for absence to be appropriate
- An unauthorised late mark (U code) is given if the lateness to school is such that it is after 9:15am.

#### Letters:

- Letter sent home if 12 O/U codes occur within 12-week cycle as a warning ahead of formal processes
- Letter sent home if 18 O/U codes occur within 12-week cycle as a warning ahead of formal processes

#### Formal Processes – See Appendix B (Flow Chart of Formal Prosecution Processes)

## Absence During Term Time (e.g. holidays)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

*Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.*

It is the policy of The Parks Academy not to authorise any absence other than proven illness or exceptional circumstances. Unauthorised absences may result in prosecution proceedings including a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued, a separate notice would be issued to each separate child.

If a child has a planned absence, parents/carers must complete the planned absence form (Appendix A). The Head will consider whether the absence falls under exceptional circumstances or not before authorising the absence.

If no planned absence form is completed, the absence will automatically be unauthorised.

**As of 1<sup>st</sup> September 2013, the rate per child is £60 if paid within 21 days and rising to £120 per child is paid between 22 and 28 days.**

If the penalty notice is not paid, parents may be liable to prosecution at the Magistrates Court, and if proved, each parent may receive a criminal conviction and/or a fine to the maximum of £2,500 plus costs.

There are 190 school days (380 sessions) a year which your child is expected to attend. There are 13 weeks of school holidays per year. Please ensure that your holidays are taken during this period of school holidays.

## Sickness Absence During Term Time

- The academy school office **must** be notified of your child's absence **before 9:15am** every day of your child's illness. It is a parent's responsibility to notify the academy.
- If you let the academy know of the absence via text or email, then we will call you to clarify the illness further.
- If the academy is not informed of absence before 9:15am, we will call parents. At this point all absences will be marked as unauthorised.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

- If your child has the same illness more than once in a term, we will request a doctor's/consultant's letter. The absence will be listed as unauthorised until this letter is produced.
- Any child with absence below 90% will have their absence marked as unauthorised unless a doctor/medical note is produced as proof of absence.
- For minor illnesses that require medication, we are able to administer medication for you at school. There is a small form to fill out. This is important so learning is not missed unnecessarily.
- We are legally expected to complete home visits after a period of 3 days of continuous absence. This is regardless of whether or not school have been contacted around these absences.
- Additional home visits will be completed for children that are deemed vulnerable, attendance concerns & any other time with the approval or request of the Head of Academy/DSL.

## Lateness

- Arriving to school on time is an important life skill that all of the children have to adhere to. Being late means missing large, important chunks of their learning and can result in children not making the progress with their work that they deserve.
- The academy day starts at 8:45am. The registers close at 9:00am. After this time, children will be marked at late. (An L code).
- If children arrive after 9:15am, their absence will be unauthorised for the morning session and a U code will be given.
- U codes/unauthorised absences will be included within the prosecution process and will result in a fine once enough have accumulated.

## Promoting Good Attendance – See Appendix C (Rewards Document)

- *Families will be supported in getting their child/ren to school in many ways including: wake up calls, offering breakfast club places and bespoke attendance rewards etc.*

## The Role of the Education Welfare Service

**The Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.**

Section 444 of the Education Act states, "If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence."

The Education Welfare Service, may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

**The academy will always pursue enforcement when a child has reached the triggers for penalty fines and/or prosecution.**





# Appendix B – Flow Chart of Formal Prosecution Process

## ATTENDANCE FLOW CHART



## Appendix C – List of Rewards

# Attendance Reward Document

### Daily

- ✚ Child on time (before 9am) – 5 class dojos
- ✚ Child in school – 5 class dojos
- ✚ 100% class attendance - get a letter for 'academy name' display on the door. If the class spell the word out, they get £20 for the class to spend.

### Weekly

- ✚ Friday assembly every week on attendance
- ✚ Classopoly board outside Head's office
- ✚ Benches in assembly,
- ✚ Extra playtimes & Go first for lunch

### Spontaneous – given by Head of Academy

- ✚ Mcflurry
- ✚ Extra play time
- ✚ Treats

### Half-Termly

- ✚ Reward trip/Yes days

### Termly

- ✚ 97% and above certificates
- ✚ £50 voucher raffle for 96% and above children

### Yearly

- ✚ 97% and above certificates
- ✚ 100% certificates

### Examples of rewards:

- ✚ Library time
- ✚ Special lunch tables
- ✚ Extra play
- ✚ Extra 50 dojos
- ✚ Bench in assembly
- ✚ Pen/Pencil each
- ✚ Rubber each
- ✚ 15 mins extra on tablets
- ✚ Non-uniform day for winning classes
- ✚ 96%+ for class over a week 'treats'
- ✚ Individual 100% for the week, £5 raffle prize